



BEST FOR ALL

We will set all students on a path to success.

FY22 CFA Updates for IDEA

Federal Programs and Oversight | Spring 2021



BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

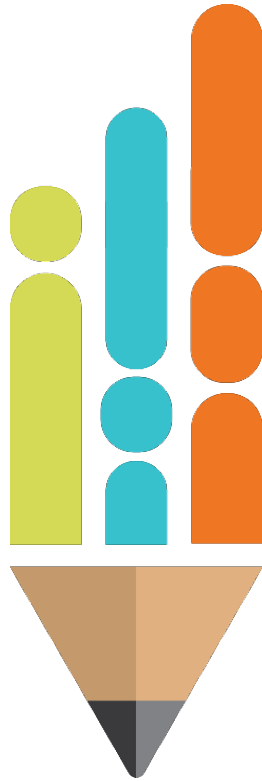
ALL TENNESSEE STUDENTS WILL
HAVE ACCESS TO A HIGH-QUALITY
EDUCATION, NO MATTER WHERE
THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS
WILL BE EQUIPPED TO SERVE THE
ACADEMIC AND NON-ACADEMIC
NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH
FOR THE EDUCATION PROFESSION AND BE
THE TOP STATE TO BECOME AND REMAIN
A TEACHER AND LEADER



Agenda

- IDEA Requirements
- IDEA Part B
- IDEA Preschool
- FY22 CFA Changes
- Common Mistakes
- Best Practices
- Questions



IDEA Requirements



IDEA Requirements

- All IDEA (Part B and Preschool) and general purpose (GP) special education staff must be identified and broken down into specified categories.
- Include Free Appropriate Public Education (FAPE) and options for service data.
- GP special education budget must be uploaded in Shared Related Documents.
 - Shared Related Documents: **upload after July 1**
 - State Special Education Expenditure Report (SSEER) must be uploaded in Shared Related Documents.
 - Comprehensive Coordinated Early Intervening Services (CCEIS) Expenditures (Excel version)
 - 141 Statement of expenditures “only for CCEIS”
 - 142 Statement of expenditures “only for CCEIS”
 - Compensatory Funds Expenditures (Excel version)
 - 142 Statement of expenditures “only for Compensatory education funds”



IDEA Requirements

Personnel Details

- **System-Wide administration staff**
 - Generally budgeted in 72220
- **System-Wide instruction and support staff**
 - Central office or assigned to more than one school site and on an irregular schedule
 - Provide direct instructional services to students with disabilities are generally budgeted in 71200
 - Support staff are generally budgeted in 72220
 - All transportation personnel MUST be in 72710

IDEA Requirements

Personnel Details

- **Staff listed on school-level tables for teachers and educational assistants must be budgeted in 71200.**
 - School-level 3-5 staff may be budgeted in IDEA Part B OR IDEA Preschool
 - School-level 6-21 staff may ONLY be budgeted in IDEA Part B
- **IDEA Preschool staff**
 - ***cannot*** be listed on school-level, 6-21 Personnel Details tables
 - ***must*** be listed on 3-5 Personnel Details tables

IDEA Requirements

IDEA Shared Program Details

- **Table A** (FAPE data) is an **unduplicated** count and students are to be entered only once, according to primary disability and method of service
- If there is a student count in column 4 (Special Transportation) there **must** be money budgeted in either the IDEA Part B, IDEA Preschool or GP special education budget for transportation
- An LEA may have a count of parentally placed students, but no count of parentally placed students receiving services

IDEA Requirements

IDEA Shared Program Details

- **Table B** (*Options to be Provided*) is a duplicated count and represents all the options of service for students with disabilities
 - These numbers (by age group) ***must*** be equal to or more than the total number of students to receive FAPE in Table A
 - Students counted in Option 8 are NOT reported under any other option, as Option 8 includes two related services
- For every student entered for Option 6, the LEA must budget at least one-half full-time equivalent (FTE) for an educational assistant or interpreter in the GP special education budget

IDEA Requirements

IDEA Private School Details

- Completed by all LEAs to indicate whether funds must be reserved for parentally-placed or homeschooled students.
- The Tennessee Department of Education (department) provides an estimated amount to be reserved based on documents submitted by LEA each December.
 - Use this estimated amount within CFA
 - If allocations are updated, the department will update the reserve amount prior to the deadline for final budgets in October
- Provide information on where funds can be found within the IDEA B and IDEA Preschool budget
- Enter amounts carried over from prior year, if any

IDEA Part B



IDEA Part B

Equipment Purchases Requiring Prior Approval

- Definition of equipment:
 - *Useful life of more than one year*
 - *Unit purchase price of \$5,000 or more*
- If no equipment is to be purchased, mark the page N/A.

IDEA Part B

Permissive Use Of Funds

- For each of the three sections (A, B & C), indicate “Yes” or “No”
 - For every “Yes” response, LEA must complete the corresponding section(s):
 - A. Adjustment to Local Effort;
 - B. School-wide Program (only if participating in consolidated pilot);
 - C. Coordinated Early Intervening Services (CEIS) – Voluntary; and
 - C. Comprehensive Early Intervening Services (CCEIS) – Mandatory.
 - For every “No” response, LEA must mark each corresponding section N/A.

IDEA Part B

Non-Supplanting/Maintenance Of Effort

- Select how Maintenance of Effort (MOE) is demonstrated:
 - State/local funds, or
 - Local funds only
- Initial CFA should be marked as “*Projected*” in column C where 2020-21 expenditure and student counts are entered (change to “Actual” when SSEER is submitted).
- Projected 2021-22 expenditures MUST match total expenditures listed in GP special education budget uploaded in *Shared Related Documents*.

IDEA Part B

Non-Supplanting/Maintenance Of Effort

- If anticipated 2021-22 expenditures are less than prior year expenditures, an explanation is required (Question #7).
 - Allowable expenditure adjustment (*Permissive Use of Funds* option A). This does not include CCEIS.
 - Voluntary departure of special education or related services personnel
 - Decrease in enrollment of students with disabilities
 - Termination of LEA obligation to provide for an exceptionally high-cost special education services because the student:
 - Left the LEA
 - Aged out of LEA program
 - No longer needs the program
 - Termination of costs for long-term purchase
 - Assumption of costs by SEA high-cost fund
- Remaining questions not completed on initial CFA

IDEA Part B

- IDEA, Part B, Non-Supplanting/Maintenance of Effort
 - Columns A and B auto-populate from prior year's CFA.

Expenditures

* In order to meet maintenance of effort, the LEA is using:

☐ State/Local Funds
☒ Local Funds Only

Row		A	B	C
		2017-2018	2018-2019	* 2019-2020 Projected ▼
1	Actual amount expended for students with disabilities served (State Special Education Expenditure Report)	* \$ 54,061,037.20	* \$ 56,167,566.99	* \$
2	Total unduplicated count of disabled students served by the school system (End of Year Report)	* 9,501	* 9,765	*
3	Per pupil expenditures (Row 1 divided by Row 2)	* \$ 5,690.04	* \$ 5,751.93	* \$ 0.
4	System's total enrollment (All Students)			*
5	Percentage of Special Education Students (Row 2 divided by Row 4)			* 0.00 %
6	Projected Expenditures (Total Expenditures General Purpose Funds)			

IDEA Preschool



IDEA Preschool

- Same as IDEA Part B, **except** funds must be used for students with disabilities ages 3-5.
- Information in budget narratives must match Personnel Details in IDEA Requirements section.
- Prior approval for equipment
- Permissive use of funds (A, B & C)




FY22 CFA Changes




FY22 CFA Changes

- **IDEA Requirements, IDEA Shared Related Documents**
 - (CFA IDEA) 141 Statement of expenditures “only for CCEIS”
 - (CFA IDEA) 142 Statement of expenditures “only for CCEIS”
 - Required after July 1 each year

Optional Documents		
Type	Document Template	Document/Link
(CFA IDEA) State Special Education Expenditure Report (required after July 1st) [Upload up to 1 document(s)]	 State Special Education Expenditure Report TEMPLATE (SEER)	Upload New
(CFA IDEA) Maintenance of Effort Exception	N/A	Upload New
(CFA) Additional Supporting Documents	N/A	Upload New
(CFA IDEA) 141 Statement of expenditures “only for CCEIS” (required after July 1) [Upload up to 1 document(s)]	N/A	Upload New
(CFA IDEA) 142 Statement of expenditures “only for CCEIS” (required after July 1) [Upload up to 1 document(s)]	N/A	Upload New

FY 22 Changes continued...

- **IDEA Requirements, IDEA Shared Related Documents**
 - Compensatory Funds Expenditures (Excel version)
 - (CFA IDEA) 142 Compensatory Funds Statement of expenditures
 - Required after July 1

Optional Documents		
Type	Document Template	Document/Link
(CFA IDEA) State Special Education Expenditure Report (required after July 1st) [Upload up to 1 document(s)]	 State Special Education Expenditure Report TEMPLATE (SEER)	Upload New
(CFA IDEA) Maintenance of Effort Exception	N/A	Upload New
(CFA) Additional Supporting Documents	N/A	Upload New
(CFA IDEA) 141 Statement of expenditures "only for CCEIS" (required after July 1) [Upload up to 1 document(s)]	N/A	Upload New
(CFA IDEA) 142 Statement of expenditures "only for CCEIS" (required after July 1) [Upload up to 1 document(s)]	N/A	Upload New

* 

***The documentation will show in this area when they are ready in the revision to upload.**

CFA Budget Tags



Budget Tags

- What are they?
- Why did we switch?
- How do budget tags work?



What is a budget tag?

- Identify the **purpose** of a budget item without relying on a description in a budget narrative
- Narrow the **focus** for why the money is being spent
- LEAs can assign **one or more tags** to a budget line item

Why did we add them?

- **Track** money by tag for the entire grant for all districts
- Rely less on **budget narratives**
- Save **time and effort**

How do budget tags work?

- When adding budget line items, LEAs can tag funding related to the **Best for All** strategic priorities: Academics, Whole Child, and Educators.

Budget Detail		Narrative Description
Account Number:	71150 - Alternative Instruction Program	<div></div> <div>0 of 2000 characters</div>
Line Item Number:	116 - Teachers	
Strategic Plan:	Select Tag	
Required LEA Set Asides:	Select Tag	
Optional Program Code:		
Location Code:	Achievement School District (985)	
Quantity:	1.00	
Cost:	\$0.00	
Budget Detail Total:	\$0.00	

Budget Tag

Narrative Requirements

- Budget narratives **must** be specific enough to determine allowability and reasonableness of expenditures
 - How is it supplemental?
 - How many items are being purchased?
 - What activities are being funded?
 - Who will participate in activities?
 - What students are being targeted for the service?
 - When will activities take place?
 - Are services being contracted? Through whom?
 - **Examples** of equipment, materials, and supplies to be purchased.

Budget Narrative Requirements

For Personnel:

- Budget narratives must include position titles and FTEs that match information the IDEA Personnel Details Pages
- Include details indicating what the staff person will be doing (e.g., after school activities, summer school, intervention, preschool), unless the position title makes this clear.

Budget Narrative Requirements

For Professional Development:

- Budget narratives must include, if applicable:
 - Specific professional development to be supported, staff who will participate (position titles, not employee names), and expenses to be paid.

Cover Page— Testing Dates



Testing Dates

- **Note:** WIDA and MSAA dates are tentative



Contacts Page



Contacts Page – Years of Experience

- Choose the contact for each positions within the LEA
- Indicate the years of experience in the role the contact has in **Tennessee (not just the LEA).**

Required Contacts	
Type	Contact(s)
ESEA Director (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<div><div></div><div>▼</div></div> <div>Less than one year ▼</div>
IDEA Director (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<div><div></div><div>▼</div></div> <div>Less than one year ▼</div>
Title I-A Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<div><div></div><div>▼</div></div> <div>Less than one year ▼</div>
Title I: N & D Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<div><div></div><div>▼</div></div> <div>Less than one year ▼</div>
Title II-A Contact (from last TDOE Approved Consolidated Application) [Select at least 1 contact(s)]	<div><div></div><div>▼</div></div> <div>Less than one year ▼</div>



Common Mistakes



Common Mistakes

- IDEA Personnel Chart FTEs don't match the budget narratives.
- Budget narratives lacks details.
- Equipment, supplies, and materials are placed in the incorrect budget lines.



Common Mistakes Cont.

- Misusing item lines **399**, **499** and **599**
- Putting teacher/staff actual names
- Listing schools in the narratives
- Referring to positions by different names in different sections (e.g.: “coach” on one page, “consulting teacher” on another, etc.)

Common Mistakes Cont.

- Contracted services now in **310, 311, and 312** instead of all contracted services being placed in **399**
- Putting specific dollar amounts for PSPS in budget line items
- Using **72130** instead of **72220**
- Too much information in fringe benefits
- Not marking **N/A** on all sections if you mark **No** under ***Permissible Use of Funds***

Required Related Documents

- GP special education budget must be uploaded in *Shared Related Documents* as part of the CFA submission.
- *State Special Education Expenditure Report (SSEER)* must be uploaded in *Shared Related Documents*.
 - due by **Sept. 1** of each year

Best Practices



Best Practices

- Overestimate your FTEs for educational assistants.
- While completing the CFA, reference:
 - ePlan's *"Help for Current Page"*;
 - the *Consolidated Funding Application Guide*; and
 - the *Federal Spending Guide*.
- Check throughout the year to assure Maintenance of Effort (MOE) will be met at budget end.



Questions?



FY 22 IDEA CFA Office Hours

West TN

April 7: 9 am -12 pm
CST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
406 628 367#

East TN

April 9: 8-10 am CST,
9-10 am EST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
722 469 087#

East TN

April 14: 8-10 am CST
9-10 am EST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
648 878 708#

West TN

April 14: 9 am-12pm
CST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
494 077 859#

Middle TN

April 14: 9-11 am CST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
372 681 163#

20 Most Populous

April 15: 9-11 am CST
10-12 pm EST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
442 834 032#

West TN

April 21: 9 am-12 pm
CST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
916 318 494#

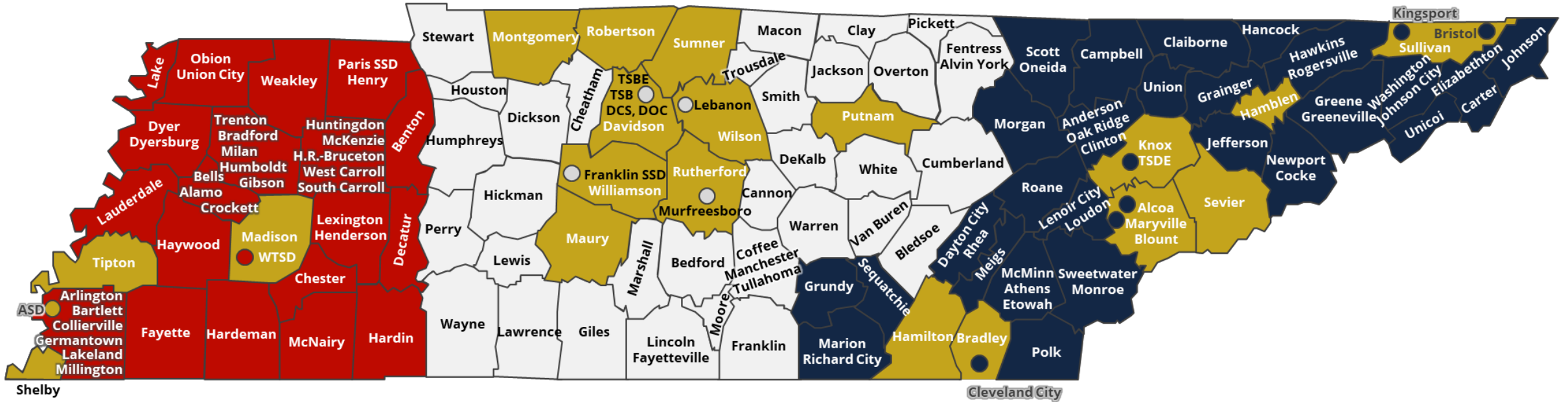
Middle TN

April 26: 8-10 am CST

[Click here to join the meeting](#)

Or call in (audio only)
[+1 615-270-9704](#)

Phone Conference ID:
583 063 667#



West

ESEA: Lynn Dotson
IDEA: Michelle Mansfield

Middle

ESEA: Joann Runion
IDEA: John Stults

East

ESEA: Henry LaFollette
IDEA: Melanie Lamberson

20 Districts with Largest Enrollment

ESEA: Heather Farley
IDEA: Scott Indermuehe

Contact Information

- **Scott Indermuehle** | Senior Director of IDEA and IEA Programs
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Thank You!

#TNBestForAll



Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>